

EXHIBIT E-3
DESCRIPTION OF PROPOSED ACTION – DPA FOR _____ FUNDS
(CDBG/HOME/ESG/HOPWA/S+C)

Instructions.

ECO complete form, mail to your Program Specialist, DCED, 324 S State, Suite 500, SLC, UT 84111-7920

GRANT RECIPIENT: _____ SUB-RECIPIENT _____

CONTRACT NUMBER or YEAR: _____ GRANT AMOUNT \$ _____

CHIEF EXECUTIVE OFFICER OF CONTRACTING ENTITY: _____

CERTIFYING OFFICER/NAME-TITLE: _____

ADDRESS/PHONE/FAX of ECO _____

If this is a **Revolving Loan**: LOAN NO. _____ LOAN AMT \$ _____ How much is Program Income \$ _____

PROJECT NAME: _____

1 PROJECT SUMMARY: Provide a concise description of all work elements this project includes. If equipment or material is to be purchased, attach a list of all such equipment/material. Use more pages if necessary:

2 PROJECT DATA: The description must be detailed enough to enable readers to locate the project easily.

A. LOCATION OF PROJECT (ADDRESS AND AREA -(INCLUDE A MAP THAT HIGHLIGHTS THE PROJECT AREA):

B. PURPOSE OF THE PROJECT:

C. STATUS OF THE PROJECT:

3 EXISTING ENVIRONMENTAL CONDITIONS AND TRENDS:

INITIAL DETERMINATION

Refer to Exhibit E-1 (24 CFR Part 58) to complete the following. Select one.

This project has been determined to be: ☐ **EXEMPT 58.34** ss () () (see E-1 pg 19127)
☐ **CATEGORICALLY EXCLUDED 58.35** ss () () () (see E-1 pg 19128)
☐ **ENVIRONMENTAL ASSESSMENT 58.36** (see E-1 pg 19128)
☐ **ENVIRONMENTAL IMPACT STATEMENT 58.37** (see E-1 pg 19128)

I am also requesting

☐ **Conditional Release**

A **CONDITIONAL RELEASE** may be given to a project to allow A PORTION OF THE WORK to be completed while other portions of the project are still being assessed. For example, a project that involves engineering, architectural studies, or rehabilitation to individual housing units located in different areas.

I am also requesting

☐ **Continued Relevance**

To be approved for **CONTINUED RELEVANCE** the ECO must give evidence that:

- a) the project now being undertaken is part of a project previously completed with CDBG funds **and**
b) the project is located within the same boundaries as the original project
c) A project which involves new construction may only be considered under this determination if the cost of the new construction is less than 75% of the original project.

Attach/Include your Compliance documentation with the request for a Conditional Release or Continued Relevance

SIGNATURE OF PREPARER _____ DATE _____

SIGNATURE OF ECO _____ DATE _____

E-3 - Instructions

Project and Area Description: A description of the project should include the **TYPE** of project, its **SIZE** or scale, its **LOCATION**, current use, and other pertinent descriptive material. Location should be identified precisely. A minimum of one map should be included showing the location of the project within the city, or town, and also the relationship of the project to its immediate neighborhood. Distances to major landmarks, such as a nearby airport, highway, park, or wildlife area, and the central business district should be marked.

Purpose of the Project: The purpose of the project can be described in terms of goals and existing deficiencies and what the project is expected to achieve in removing those deficiencies. Complete knowledge of the project's purpose is necessary to an evaluation as to whether the project is justified in terms of its anticipated achievements in relation to its environmental consequences and other costs.

Status of Project: The status of the project in the program's decision-making process should be explained. The amount of detailed information that can realistically be supplied depends on how far planning has progressed. Others reviewing the project should know the current stage of planning to properly assess the adequacy of information given and to make recommendations.

Environmental Conditions and Trends: Generally describe the environment of the project site and the surrounding area as it presently exists without the project. Identify pertinent physical factors, such as land uses, soil, climate, noise, air, water, vegetation, etc. Indicate the nature and extent, or the absence of, service delivery systems and facilities, the social and economic character, population densities, etc.

INITIAL DETERMINATION: The initial determination you make must be taken from Exhibit E-1, 24 CFR Part 58 and the appropriate subparagraphs.

1. **EXEMPT** - see E-1, 58.34, for the list of activities considered to be EXEMPT.
2. **CATEGORICALLY EXCLUDED (CE)**- see E-1, 58.35 (a), (b), and (c) for the list of activities considered to be CATEGORICALLY EXCLUDED.
3. **ENVIRONMENTAL ASSESSMENT (EA)** - see E-1, 58.36 for the activities considered to require an ENVIRONMENTAL ASSESSMENT.
4. **ENVIRONMENTAL IMPACT STATEMENT (EIS)** - see E-1, 58.37 for the activities considered to require an ENVIRONMENTAL IMPACT STATEMENT.

SAMPLE EXHIBIT E-3

DESCRIPTION OF PROPOSED ACTION – DPA FOR CDBG FUNDS (CDBG/HOME/ESG/HOPWA/S+C)

GRANT RECIPIENT: **SOCITTOME CITY**

SUB-RECIPIENT:

CONTRACT NUMBER or YEAR: 98-0460 or 2001-02

GRANT AMOUNT **\$150,000**

CHIEF EXECUTIVE OFFICER: **MAYOR SOPHIE SUBTLE**

CERTIFYING OFFICER/NAME-TITLE: CITY MANAGER (presently SAM SPADE)

IF THIS IS A REVOLVING LOAN: LOAN NO. _____ LOAN AMT \$

Also indicate any amount of CDBG **PROGRAM INCOME** that will be included in this individual loan \$

PROJECT NAME: Replacement of culinary water pipes citywide, including replacement of curb, gutter, and sidewalk

1 PROJECT SUMMARY: Provide a concise description of all work elements this project will include. If equipment or material has been approved for purchase , include a list of all such equipment:

Project will be the replacement of 4" deteriorated and corroding water pipe in the existing city right of way with 10,000 LF of 6" pvc pipe, 8-10 fire hydrants, and replacement of curb, gutter and sidewalk in all affected areas.

2 PROJECT DATA: The description must be detailed enough to enable readers to locate the project easily.

A. LOCATION OF PROJECT (ADDRESS AND AREA-INCLUDE A MAP THAT HIGHLIGHTS THE PROJECT AREA):

Project will be constructed city wide, see attached map specifying the exact location of pipe and sidewalk replacement

B. PURPOSE OF THE PROJECT: To replace deteriorated and corroded pipe, city wide, which has been video-recorded as leaking, damaged, corroded, and collapsing. Water flow has been seriously reduced over the last few years as a result of the significant leaking that has been taking place. New lines, including a larger size, will alleviate this problem

C. STATUS OF THE PROJECT: Plans and specifications have been completed. The Project is presently having an environmental review completed. No contract award or construction will begin until such time as the environmental release has been received from the state.

3 EXISTING ENVIRONMENTAL CONDITIONS AND TRENDS: The property on which the new line will be placed is in an existing city right of way. Property immediately adjacent on the edges of the right of way is owned by the city and will have sidewalk, curb and gutter replaced. Other than occasional areas of grass, the areas to be reconstructed contain no vegetation.

INITIAL DETERMINATION: Use Exhibit 1, 24 CFR Part 58, to complete SUBSECTIONS.

This project has been determined to be: ☐ EXEMPT (58.34) () () (pg 19127)

☒ **CATEGORICALLY EXCLUDED (58.35) (a) (1) (pg 19128)**

☐ ENVIRONMENTAL ASSESSMENT (58.36) (pg 19128)

☐ ENVIRONMENTAL IMPACT STATEMENT (58.37) (pg 19128)

I am also requesting a

☐ **Conditional Release - (i.e. to allow engineering to commence)**

A **CONDITIONAL RELEASE** may be given to a project to allow A PORTION OF THE WORK to be completed while other portions of the project are still being assessed. For example, rehabilitation to several individual housing units.

I am also requesting a

☐ **Continued Relevance**

To be approved for **CONTINUED RELEVANCE** the ECO must be able to provide evidence that:

a) the project now being undertaken is part of a project previously completed with CDBG funds **and**

b) the project is located within the same boundaries as the original project

c) A project which involves new construction may only be considered under this determination if the cost of the new construction is less than 75% of the original project.

Attach Compliance with the request for a Conditional Release or Continued Relevance

SIGNATURE OF PREPARER

DATE

SIGNATURE OF ECO

DATE

SAMPLE EXHIBIT E-3

DESCRIPTION OF PROPOSED ACTION – DPA FOR CDBG FUNDS (CDBG/HOME/ESG/HOPWA/S+C)

GRANT RECIPIENT: **SOCITTOME CITY**

SUB-RECIPIENT: **THE HELPING HAND**

CONTRACT NUMBER or YEAR: **98-0460 or 2001-02**

GRANT AMOUNT **\$150,000**

CHIEF EXECUTIVE OFFICER: **MAYOR SOPHIE SUBTLE**

CERTIFYING OFFICER/NAME-TITLE: **Mayor Sophie Subtle**

IF THIS IS A REVOLVING LOAN: LOAN NO. _____ LOAN AMT \$

Also indicate any amount of CDBG **PROGRAM INCOME** that will be included in this individual loan \$

PROJECT NAME: Replacement of culinary water pipes citywide, including replacement of curb, gutter, and sidewalk

1 PROJECT SUMMARY: Provide a concise description of all work elements this project will include. If equipment or material has been approved for purchase, include a list of all such equipment:

Payment of rent for transient occupants, day care for children of eligible persons, operating costs of the agency.

2 PROJECT DATA: The description must be detailed enough to enable readers to locate the project easily.

A. LOCATION OF PROJECT (ADDRESS AND AREA-INCLUDE A MAP THAT HIGHLIGHTS THE PROJECT AREA):

Housing units owned by The Helping Hand are located at 450 E 800 S, 1521 N 4th W, and 321 Windy Road, Salt Lake City, UT

B. PURPOSE OF THE PROJECT: To pick up the cost of rent for transient individuals who are approved eligible by, and who will occupy on a temporary basis any of the 16 units owned by The Helping Hand

C. STATUS OF THE PROJECT: The Helping Hand has been in operation for 12 years. It provide rental assistance, clothing, job referral assistance, and child care to individuals temporarily displaced or in need of the type of assistance we provide. All individuals assisted must meet specific income guidelines or other entrance criteria.

3 EXISTING ENVIRONMENTAL CONDITIONS AND TRENDS: The activity involved in this project will have no physical impact on any environmental conditions.

INITIAL DETERMINATION: Use Exhibit 1, 24 CFR Part 58, to complete SUBSECTIONS.

This project has been determined to be: ☐ EXEMPT (58.34) () () (pg 19127)

☒ **CATEGORICALLY EXCLUDED (58.35) (b) (1)(2)(3) (pg 19128)**

☐ ENVIRONMENTAL ASSESSMENT (58.36) (pg 19128)

☐ ENVIRONMENTAL IMPACT STATEMENT (58.37) (pg 19128)

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SIGNATURE OF PREPARER

DATE

SIGNATURE OF ECO

DATE